

**HUMAN RESOURCES NOTICE
URGENT VACANCY ANNOUNCEMENT
ANNOUNCEMENT NUMBER: 08-16**

OPEN TO: US Citizen Eligible Family Members (USEFMs) – All Agencies

POSITION: Assistant Community Liaison Office Coordinator (CLO), FP-7*

OPENING DATE: May 5, 2008

CLOSING DATE: May 19, 2008

WORK HOURS: Part-time; 20 hours/week

SALARY: * EFM: US\$32,864 p.a.
(Position Grade: FP-7 to be confirmed by Washington)

NOTE: ONLY US CITIZEN ELIGIBLE FAMILY MEMBERS (AEFM) AS DEFINED BELOW OF U.S. GOVERNMENT EMPLOYEES ASSIGNED TO THE MISSION UNDER CHIEF OF MISSION AUTHORITY ARE ELIGIBLE FOR CONSIDERATION. A US CITIZEN EFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED, BUT THE SPONSORING OFFICER UNDER COM AUTHORITY DOES HAVE TO BE OFFICIALLY ASSIGNED TO POST.

The U.S. Embassy in Panama is seeking an Eligible Family Member (EFM) for employment in country for the position of an Assistant Community Liaison Office Coordinator.

Note: Selected applicant will not be appointed until the current incumbent vacates the position.

BASIC FUNCTION OF POSITION

Assist the CLO in providing support and guidance to client(s) on quality of life issues under the broad portfolio of the CLO responsibility. Assists the CLO when dealing with a wide variety of issues that are often complex and emotionally-charged and that require sound judgment and thoughtful response. Assists the CLO in developing criteria to evaluate CLO programs, services and conducts periodic surveys to assess program efficacy. Based on analysis of formal and informal surveys, assists the CLO to develop and implement a long-range program plan that outlines goals to maintain and enhance morale at post. Assists the CLO in identifying the needs of the post community and responds with effective programming, information and resources and referrals. Assists the CLO in advising post management on quality of life issues, recommends solutions, and advocates effectively for employee/family friendly post policies.

A copy of the complete position description listing all duties and responsibilities is available on the Human Resources website: http://panama.usembassy.gov/job_opportunities.html

QUALIFICATIONS REQUIRED

NOTE: Although some of the information below has been provided in the application or resume, all applicants must still address each selection criterion detailed below, with specific and comprehensive supporting each item, on a separate sheet of paper.

1. High school diploma or GED equivalent is required.
2. At least six (6) months experience in general office work, customer service and/or events planning and knowledge of MS Office applications are required.
3. Level IV (fluent) Speaking/Reading English is required. Level I (rudimentary knowledge) Speaking/Reading Spanish is required. (Testing may be conducted to determine qualifications).
4. Must have the ability to coordinate with other elements of the Mission to ensure success of the CLO programs.
5. Must have the ability to develop and maintain effective contacts in local businesses, educational, and service communities.
6. Must have the ability to listen and respond to quality of life concerns in a professional and sensitive manner.

SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that candidates address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently Ordinarily Resident employees with Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised position within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA), are ineligible to apply for advertised position within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a Top Secret security clearance.

HOW TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment OF-612; or

A current resume or curriculum vitae that provides the same information as an OF-612; plus

2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
NEC Building # 783
Demetrio Basilio Lakas Avenue
Monday through Friday from 8:00 a.m. to 12:00 noon
2:00 p.m. to 4:00 p.m.

or

Via email to: panamaembjobs@state.gov
Subject line: 08-16 CLO Assistant

POINT OF CONTACT

Myrna Walch
Human Resources Office
FAX: (507) 207-7011
Email address: panamaembjobs@state.gov

DEFINITIONS

1. U.S. Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
 - U.S. Citizen; and,
 - Spouse or unmarried child at least 18 years old; and
 - Listed on the travel orders of a direct-hire Foreign, Civil uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

All OR employees, including US citizens, are compensated in accordance with the LCP.

CLOSING DATE FOR THIS POSITION: May 19, 2008

All applications must be received in the Human Resources Office by the closing date of the announcement.

The US Mission in Panama provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

**MGT:DSavastuk
HRO:GGiraldez:mw**